



## PAKISTAN KIDNEY AND LIVER INSTITUTE AND RESEARCH CENTRE



### CAREER OPPORTUNITIES

Pakistan kidney and Liver Institute and Research Center (PKLI&RC) is working as a body corporate through Pakistan Kidney and Liver Institute and Research Center Act 2019 (the Act) passed by the Provincial Assembly of Punjab. PKLI&RC is overseen by an independent Board of Governors constituted through the said Act.

We are pleased to offer following positions for qualified candidates:

Sr. #	Job Title	No. of Vacant Posts	Qualification	Experience
<b>Clinical Services</b>				
<b>Consultant Position</b>				
1.	<ul style="list-style-type: none"> <li>• Nuclear Medicine</li> <li>• Immunology</li> <li>• Paedriatic Nephrologist</li> <li>• Paedriatic Gastroenterologist</li> <li>• Cardiology (Part Time)</li> <li>• Emergency Medicine</li> <li>• Interventional Radiology</li> <li>• Rehabilitation</li> <li>• Anesthesia</li> <li>• Internal Medicine</li> </ul>	<ul style="list-style-type: none"> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> </ul>	<p>Basic Qualification: MBBS or equivalent. Valid PMC registration.</p> <p>Post-Graduate Qualification: American Board Certified /MRCP with CCST Certification / FCPS with 3 years post fellow-ship experience/equivalent.</p> <p>OR</p> <p>Equivalent</p> <p>For Interventional Radiology: FCPS with at least 3 years of working experience/FRCR with CCT in IR/American Board in IR.</p> <p>For Immunology, FCPS with 3 years of Post Fellow-ship experience will be preferred.</p>	<p>Level I: Less than 5 years</p> <p>Level II: 5 – 10 years</p> <p>Level III: 10 – 15 years</p> <p>Level IV: More than 15 years</p> <p>Experience in Kidney and Liver Transplant will be given preference.</p> <p>For Paedriatic Gastroenterologist, fellowship in Paedriatic Gastroenterology is mandatory.</p> <p>Scientific publication in the relevant specialty will be preferred.</p>

			For Nuclear Medicine, fellowship in PET/CT or Molecular imaging is desirable.	
<b>Senior Registrar Positions</b>				
2.	<ul style="list-style-type: none"> <li>• Kidney Transplant</li> <li>• Medicine (with an experience in Neurology/Cardiology/ Infectious Disease)</li> <li>• Histopathology</li> <li>• Anesthesia</li> <li>• Paedriatics</li> <li>• Critical Care</li> <li>• Nephrology</li> </ul>	<ul style="list-style-type: none"> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> </ul>	FCPS Certified Valid PMC Registration.	Experience in the Specialty Will Be Preferred.  For Paedriatic, Post FCPS at least 18 months to 2 years' experience in Paedriatic gastroenterology at a tertiary center is mandatory!!
<b>Registrar Positions</b>				
3.	<ul style="list-style-type: none"> <li>• Kidney Transplant</li> <li>• Histopathology</li> <li>• Hematology</li> <li>• Chemical Pathology</li> <li>• Anesthesia</li> <li>• Critical Care</li> <li>• Radiology</li> <li>• Nephrology</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> <li>• 1</li> </ul>	FCPS all requirement completed for final exam or MCPS/MRCS in relevant specialty.  For Radiology, MCPS with complete training and all requirement fulfilled for FCPS.  Valid PMC Registration.	Completed All Training Requirements for FCPS-II or Equivalent in Respective Specialty.
<b>Medical Officer Positions</b>				
4.	General Medical Officer	<ul style="list-style-type: none"> <li>• 9</li> </ul>	MBBS or equivalent. Valid PMDC registration.	1 year post house job experience.
<b>Medical Support Services</b>				
5.	Medical Transcriptionist	<ul style="list-style-type: none"> <li>• 1</li> </ul>	Graduation with Diploma or Certification in Medical Transcriptions Training	At least 1 years of relevant experience in a similar role.
6.	HPB/Liver Transplant Coordinator	<ul style="list-style-type: none"> <li>• 1</li> </ul>	Matriculation/Intermediate	Minimum 2 years of experience of working in HPB/liver transplant
<b>Nursing Services</b>				

Nursing & Technicians Positions				
7.	IR Staff Nurse	• 1	BSN / Diploma in Nursing Diploma in relevant specialty (IR Cath Lab) will be preferred	5 years' experience reputed organization as Staff Nurse IR Cath lab experience will be preferred
8.	Radiology Diagnostic Staff Nurse	• 2	Diploma in Nursing BSN will be preferred	5 years' experience from reputed organization as Staff Nurse
9.	Nursing Assistant	• 7	Matric and Diploma in Nursing Assistant	3 years' experience from reputed organization as Healthcare Assistant
10.	Operation Theatre Technician	• 12	Matriculation with 1 to 2 years relevant diploma	Preferably 1 to 2 years relevant experience
11.	CSSD Technician	• 5	Matriculation with 1 to 2 years relevant diploma	Preferably 1 to 2 years relevant experience
Radiology				
13.	Interventional Radiology Coordinator	• 1	Graduation/B.A/B.Sc/B.Com	2 years' experience of working in customer services/front desk in any reputed organization. Hospital/health care and Interventional Radiology experience will be given preference
14.	Medical Imaging Technologist (MIT)	• 3	BSC in Imaging Technology	2 years' experience from reputed organization as Technologist
15.	Radiographer	• 2	Matric and Diploma in Radiography	2 years' experience from reputed organization as Radiographer
16.	Patient Care Officer	• 2	Graduation B.A / BSC / B.Com	2 years' experience of working in customer services/front desk in any reputed organization. Hospital/health care experience will be given preference
Non-Clinical Services				
Support Services/Administrative Positions				
17.	Patient Care Officer	• 7	B.A / B.Sc. from a recognized institute or university. Candidates having master's degree will be preferred.	Work experience in customer services or Hospital / Health care industry will be preferred Computer proficiency in MS Office and typing

				skills are mandatory.
18.	Floor Coordinator/Officer	• 1	Graduation. Master's degree will be preferred	Minimum 03 years' work experience in Inpatient department of Hospital. Good interpersonal skills, proficiency in MS office and typing skills are mandatory, adequate knowledge of medical terminologies.
19.	Housekeeping Supervisor	• 3	Intermediate	5 years of relevant experience in healthcare.
20.	House Keeping Officer	• 1	Bachelor's Degree	5 years of relevant experience in healthcare.
21.	Filing Record Transporters / Porters	• 2	Matriculation	1 year of relevant experience.
<b>Facilities Management Division Positions</b>				
22.	General Manager Facility Management	• 1	Master's degree in Electrical / Civil/Mechanical Engineering from HEC Recognized University Professional certification in Engineering/healthcare management/Public Administration Certification in Biomedical equipment or any other relevant discipline is mandatory. Pakistan Engineering Council (PEC) registration.	More than 10 years of experience in a similar capacity preferably in the healthcare sector with five years as Head of Engineering Department of well-established and renowned public/Private organizations Experience of operational/ capacity planning in leadership role to meet organizational performance targets.
23.	Carpenter (Aluminum Fixture)	• 1	Preferably Matriculation	At least 3-5 years of experience in maintenance of glass/ wooden doors and Furniture Fixtures.
24.	BMS Technician	• 3	DAE or Equivalent	5 years of experience working on Building Management System
<b>Information and Communication Technology</b>				
25.	Support Technician	• 1	Bachelor of Computer Science/Information Technology or Computer Engineering from HEC recognized institutions or from a reputable foreign university.	At least 2 to 3 years of relevant experience in ICT Helpdesk support of large-scale mission critical IT based organizations preferably healthcare setup Must have strong knowledge of Network and server monitoring tools and systems, Report

				Incidents, Track Issues, Alarm Handling and Escalations Answer user calls, inquiries and provide first level IT technical assistance. Must be good at windows & basic Network troubleshooting, Printers, MFPs etc
<b>Pharmacy</b>				
26.	Staff Pharmacist	<ul style="list-style-type: none"> <li>• 2</li> </ul>	M. Phil in pharmacology/Pharmaceutics Practices/Clinical Pharmacology with Master's in Health Administration OR Doctor of Pharmacy (Pharm-D) from a reputed university recognized from HEC and Pharmacy Council of Pakistan	M. Phil degree with minimum 3 years of experience in managing pharmacy in hospital in a well reputed organization preferably JCI accredited/Tertiary Care hospital. OR Pharm-D with minimum 6 years of experience in a well reputed organization preferably JCI accredited hospital
27.	Pharmacist	<ul style="list-style-type: none"> <li>• 2</li> </ul>	Doctor of Pharmacy (Pharm-D) from a reputed university recognized from HEC and Pharmacy Council of Pakistan M. Phil in Pharmacology/Pharmaceutical practices/Clinical Pharmacology is an asset.	Minimum 5 years of experience for Pharm D and 2 years of experience for M. Phil in managing pharmacy in hospital setup in a well reputed organization preferably JCI accredited/Tertiary Care hospital.
28.	Clinical Pharmacist	<ul style="list-style-type: none"> <li>• 1</li> </ul>	M. Phil in clinical pharmacy/ pharmacology /Clinical Pharmacology/Residence in the American Society of Health System Pharmacists (AHSP is an asset OR Doctor of Pharmacy (Pharm-D) from a reputed university recognized from HEC and Pharmacy Council of Pakistan	M. Phil with minimum 2 years of experience, 5 years of Pharm D in managing pharmacy in hospital in a well reputed organization preferably JCI accredited/Tertiary Care hospital.
<b>Quality Management</b>				
29.	Director Quality Management	<ul style="list-style-type: none"> <li>• 1</li> </ul>	Basic Qualification: MBBS/BSN/ MSN Nursing/ MPhil Professional Qualification: CPHQ or Diploma American Board in Quality Assurance and Utilization Review Physician.	At least 10 years working in Quality assurance/ management in a hospital setting Experience in a JCI accredited hospital will be preferred

Laboratory				
30.	Medical Technologist (Microbiology)	• 1	M.Sc./B.Sc. Hons. in Molecular Biology/ Microbiology/ Hematology/ Immunology/ Medical Laboratory Technology	At least 3-4 years of experience in a high-volume Laboratory or a Hospital
31.	Junior Medical Technologist (All Sections)	• 6	M.Sc./B.Sc. Hons. in Molecular Biology/ Microbiology/ Hematology/ Immunology/ Medical Laboratory Technology	At least 1-2 years of experience in a high-volume Laboratory or a Hospital
32.	Technician (Histopathology)	• 1	F. Sc. with Diploma in Medical Laboratory Technology	At least 3 years of experience in a high-volume Laboratory or tertiary care Hospital
Financial Services				
33.	Assistant Manager Accounts and Finance	• 3	Master's degree in accounting and Finance / CA Inter / CAF qualified / ACCA / ACMA or Finalist of ACMA / ACCA (with only 1 to 2 papers remaining)	For CA Inter / CAF / ACMA / ACCA (qualified or Finalist), more than 5 years of experience of working and dealing in accounting, auditing and taxation matters in a reputable firm / organization For Master's degree, more than 7 years of experience of working and dealing in accounting, auditing and taxation matters in a reputable firm / organization. Audit firm's experience and hospital sector experience shall be given preference
34.	Coordinator Admission & Discharge	• 1	MBA/Master's degree	Five years' experience in related field/Management/Billing
35.	Cash Collection Officer	• 2	B. Com/Graduation	2 Years' experience in IPD Billing, Cash Management and Corporate Business.
36.	Office Aid finance	• 1	Matriculation	1-2 years of relevant experience
Governance				
37.	Assistant Manager Internal Audit	• 1	M.Com / MBA from HEC Recognized University / CA Article completed with CA firm	At least 5-7 years of relevant experience preferably in healthcare sector.

			or ACMA/ACCA along with relevant experience.	
38.	Coordinator Internal Audit/ Audit Officer	• 1	B. Com / BBA from HEC Recognized University /ACMA finalist/CA Article completed with CA firm along with relevant experience.	At least 2-3 years of relevant experience
<b>Supply Chain</b>				
39.	Officer Procurement	• 2	Minimum 14 Years of Education in finance / accounts / economic/ commerce from HEC recognized university. Preference will be given to higher degree holder	Minimum 3 years of experience in procurement / supply chain. Preference will be given who have public sector experience. Knowledge of PPRA rules and tendering process will be an additional advantage. Must be computer literate.
40.	Office Assistant Procurement	• 2	F.A. / F. Sc or equivalent Preference will be given to higher degree holder	Minimum 2 years of experience in handling office documentation in admin / accounts / etc. department. Must be computer literate
41.	Officer Warehouse (Distribution Center)	• 1	14 Years of Education from HEC recognized university.	Preferably 3 years post qualification experience at Distribution Center/Warehouse. Proficient knowledge of surgical consumable supplies/stocks/stores will be preferred. Excellent written and verbal communication skills. Must have expertise in Microsoft Excel. Ability to use HMIS/WMS, internet & email.
42.	Office Assistant (Distribution Center)	• 3	Intermediate/Matriculation	1- 2 years' work experience in store/warehouse/admin.  Working knowledge of Microsoft Word & Excel preferable.
<b>Human Resource</b>				
43.	Director	• 1	Professional Qualification MBA/MS in HR or any other equivalent relevant qualification recognized by HEC.	More than 10 years of experience in a large scale local or multinational organization having HR base of more than 1500 employees.

			Professional diploma/ certification in HRM/healthcare management/public administration will be given preference.	<p>Working experience in healthcare setup will be preferred. The previous experience in a leadership role will be preferred.</p> <p>The candidate for this role should possess excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational and team leadership skills.</p> <p>The HR director would be required to improve HR processes, implement strategies, employee retention, manage job satisfaction, attract the best recruits, and promote the organization's values.</p>
44.	Associate Manager	• 1	Masters' degree (16 Years of Education) from HEC recognized university. Specialization / Higher Degree in HRM will be preferred.	<p>At least 5 years of experience in HR department involved in Operations, Recruitment &amp; Selection of a tertiary care Hospital is mandatory.</p> <p>Experience of dealing with Government Auditors (AG / DG Audit) and reporting to Government will be preferred.</p>

- Market based competitive salaries will be offered.
  - Only shortlisted candidates will be contacted. No TA/ DA will be admissible for the interview.
  - Candidates selected for interview will be required to provide information, including relevant documentation and experience certificates of qualifications etc. **(please organize before the closing date of advertisement)**
  - Candidates whose application do not meet the selection criteria, need not apply.
  - Details of the above-mentioned positions are available on <https://pkli.org.pk/careers/>
  - To Apply, please send detailed '**Resume**' only by postal mail/ courier addressed to the undersigned. Please clearly mention the 'Position Applied' at the top of envelope. For more than one position, use separate postal envelop.
  - **Application should reach in Hospital not later than October 01, 2021.**
  - Employees from Government Institutes must send their application along with fresh NOC, issued by the concerned department.
  - Incomplete applications, applications after due date, envelope containing more than one application and the envelop unspecified the 'Post Applied' will not be entertained.
  - Age limit is 18 to 60 Years.
  - The applicants who have applied earlier need to apply again.
  - The candidates who will not fulfill the required eligibility criteria, can be cancelled at any stage during the process of selection or subsequently.
- PKLI&RC is an 'Equal Opportunity Employer'.



**Send your CV through courier at:**

**Human Resource Department  
Pakistan Kidney and Liver Institute and Research Centre (PKLI & RC)  
One PKLI Avenue, Opposite DHA Phase VI, Lahore, Pakistan.  
Phone: 042-111 117 554**

**Website: [www.pkli.org.pk](http://www.pkli.org.pk)**